

SUMMARY
OF
THE COUNCIL OF UNIVERSITY AND COLLEGE HR DIRECTORS
MEETING OF September 25, 2013

On September 25, 2013, the Council of University and College HR Directors held its monthly meeting at 2 o'clock p.m. The meeting was conducted remotely through TECHNET. The attendees were: Sam Wilkins, the State Human Resources Director; Michelle Pietukowski from Clemson University; Susan Carullo from the Medical University of South Carolina; Chris Byrd from the University of South Carolina; Connie Thompson from the University of South Carolina; Leah Schonfeld from The Citadel; Kim Sherfesees from Coastal Carolina University; Jeannie McCallum from Lander University; Susan Jones from Greenville Technical College; Marie Howell from Orangeburg-Calhoun Technical College; Edwina Roseboro-Barnes from York Technical College; and Kevin Paul, Kelly Watkins, and Debbie Clark from the State Human Resources Division [SHRD].

After the meeting was called to order, Mr. Wilkins, Chair, thanked the council members for their work. Discussion was held on the By-laws. A recommendation was made to add the position of secretary. There was a motion, second, and vote to approve the By-laws, as amended.

Discussion was held regarding the election of secretary. Kim Sherfesees was nominated for secretary. There was a motion, second and vote to approve Kim Sherfesees as secretary.

Mr. Wilkins invited comments regarding the memorandum that was released by his office regarding the HEEAPA status. Mr. Byrd stated that the communication was helpful and other members agreed. Ms. Schonfeld stated that there were no comments or questions at the CHRD Meeting held after the SC-CUPA conference.

Committee Reports:

Classification and Compensation Subcommittee

Ms. Sherfesees presented the subcommittee report. Subcommittee met and has divided the project into three (3) sections. The sections were: (1) Implementation of Unclassified Titles; (2) Implementation of Classified Titles; (3) Review of Pay Bands.

Ms. Sherfesees reviewed the implementation of unclassified titles. The target "go live" date is January 1, 2014. Prior to implementation, subcommittee has to confirm alpha-numeric classification codes, assign EEO codes and enter the new classifications into HRIS. Discussion was held on the alpha-numeric scheme. Ms. Sherfesees stated that the proposal is to incorporate the new titles to the existing alpha-numeric scheme. The unclassified titles scheduled for deletion will occur later. The target date to prepare data for entry is October 31. Ms. Watkins confirmed that the data could be entered in HRIS by January 1st. Discussion was held on the conversion timeframe. Ms. Sherfesees stated that institutions could implement when they feel it is appropriate. However, the deadline for

conversion would be December 31, 2014 or when SCEIS implementation occurs, whichever occurs first. Mr. Wilkins stated that the sunset of STARS was delayed until 2014 which meant that SCEIS implementation would be delayed for higher education. Discussion was held on Executive Comp positions and the need to transition to the new unclassified title listing. Ms. Roseboro-Barnes and Ms. Jones to confirm. Ms. Sherfese stated that a final review of classifications would occur before going live. It was mentioned that conversion information would be loaded to the HR webpage to enhance communication with institutions. Ms. Schonfeld asked if institutions would have the authority to begin using the new unclassified titles on January 1, 2014. Mr. Wilkins stated that it would have to be done through delegation agreements since the new proposed regulations will not be in place.

Ms. Sherfese reviewed the proposed plan for implementing the new classified titles. The plan is to begin the implementation process for classified titles on January 1, 2014. A two (2) month period will be given to institutions to comment on the proposed job specifications. Then the subcommittee will review feedback and make a final recommendation to the Council. The "go live" date is scheduled for July 1, 2014.

Finally, Ms. Sherfese discussed the review of the pay bands. The subcommittee recommended the adoption of the existing structure by January 1, 2014. Then the subcommittee would work on a proposal review salary data in the future.

SCEIS Transition Subcommittee

Ms. Piekutowski presented the subcommittee report. The subcommittee met to discuss the technical transition from HRIS to SCEIS. The subcommittee clarified the plan to meet the reporting requirements to SHRD and eliminate dual entry into SCEIS. The plan included the following steps: Step 1 – To establish contacts for the project with the state. Step 2 – Review the file layout; map process to transmit data to SCEIS; confirm secure transmittal; and, review reports. Step 3 – Look at data transmittal frequency, testing, error reports, etc. Subcommittee is considering the establishment of a beta group to test. Ms. Piekutowski also stated that the group was looking at licensing, costs, fees and requirements, as well as training. Ms. Watkins mentioned that she had spoken with SCEIS yesterday and they were trying to come up with a target date.

Regulatory/Legislative Subcommittee

Mr. Byrd presented the subcommittee report. He had met with Ms. Thompson on regulations prior to the meeting. Ms. Thompson helped with the initial phase and will assist with the next phase as well. Mr. Byrd stated that with regard to regulations, there were several assumptions being made. Mr. Byrd stated that what is being developed is contingent on statutory authority of the Council. He stated that new regulations are being developed – not modifying the existing regulations. Mr. Byrd also stated that classification and compensation would rest at the institutional level. Mr. Byrd stated that the Board would establish broad directions and each institution would implement them. Mr. Byrd stated the plan is a listing of

a summary of different sets of regulations and proposed changes. Mr. Byrd mentioned the subcommittee will work closely with Mr. Wilkins and Ms. Clark to ensure comparison and consistent purpose. Institutions would be given an opportunity to review material posted to the web and to provide feedback. Mr. Byrd stated that the subcommittee would continue to present changes to the regulations. Once legislative discussions become more formal, the subcommittee will incorporate those as well. The subcommittee will work with legislative proposals at the same time. Mr. Wilkins will determine who approves the regulations and the approval authority. Mr. Byrd stated that the subcommittee is charged with this regulatory and legislative work but requested that all council members weigh in on these topics.

Mr. Wilkins stated that he has a committee formed to look at the legislative package. The committee includes Mr. Wilkins, Mr. Byrd, Mr. Ed Evans, Mr. Kevin Koch and Mr. Paul. The committee met a few weeks ago and drafted some language. There needs to be further discussion on the kind of legislation needed to allow the committee to have more authority, enabling legislation and to determine how regulations would be promulgated. There was also discussion on how to move through the legislative process.

Ms. Sherfese asked if it would be possible for institutions to obtain delegation for classifications above pay band 6, in the interim. Mr. Wilkins stated that was feasible and that SHRD would begin work on a Memorandum of Understanding (MOU).

There was discussion about future meetings. The decision made to meet monthly. Next meeting date was scheduled for October 21st at USC at 2:00 p.m. Mr. Byrd agreed to confirm space availability.

Mr. Wilkins thanked the Council for all of their work on behalf of others.

There being no further business, the Council adjourned.

Notes recorded by Jeannie McCallum. Minutes devised by Kim Sherfese.

Updated 11/11/13